







Board Position Management

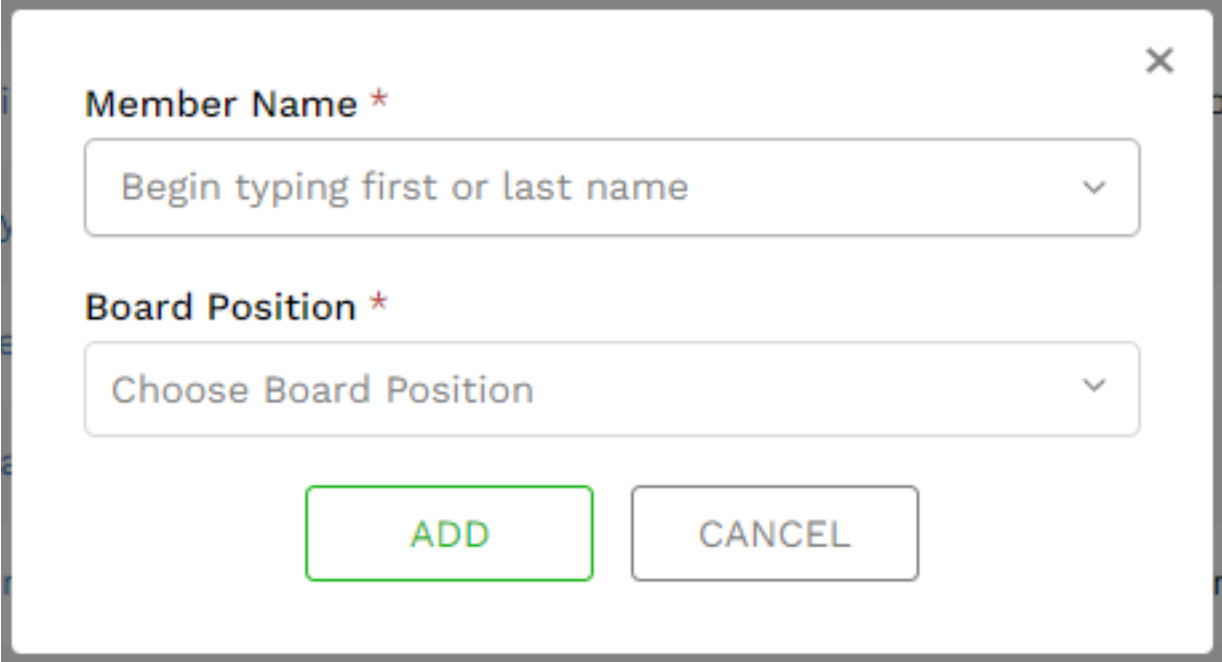
How do I change the board member holding a board position or the board position a board member is holding?

To change the board member holding a board position or to change the board position a board member is holding, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Board of Directors under the Organization Management heading.
3. Click on the yellow pencil icon on the board position you'd like to change.

Member Name	Board Title	
 Rick Dunn	Treasurer	 
 Taylor McGowan	1st Vice President	 

4. Change either the Board Position and/or the Member with the drop-down menus.
5. Once finished, click on the green Update Board Member button.



The screenshot shows a modal window with a close button (X) in the top right corner. It contains two dropdown menus. The first is labeled "Member Name *" and has the placeholder text "Begin typing first or last name". The second is labeled "Board Position *" and has the placeholder text "Choose Board Position". At the bottom of the modal are two buttons: "ADD" (highlighted with a green border) and "CANCEL".

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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